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ADMINISTRATIVE - INTERNAL USE ONLY

# SPECIAL BULLETIN

O F F I C E O F T R A I N I N G

15 June 1976

TO : All Agency Training Officers

SUBJECT: Agency Sponsorship at Local Colleges and Universities: 1976 Fall Semester

Agency employees requesting sponsorship for part-time academic training at local colleges or universities for the 1976 Fall Semester must have approval by the Office of Training prior to registration. Those who desire a tuition advance should comply with the following schedule.

30 July 1976, Friday: Form 136, Request for Training at Non-Agency Facility, is due in OTR, Room 936, Chamber of Commerce Building. Employees whose requests are received after 30 July will be reimbursed upon submission of a tuition receipt and Form 264, Request for Reimbursement. Reimbursements must be approved and certified by the Office of Training.

13 August 1976, Friday: Tuition advances will be disbursed in Room 1A-07, Headquarters between 1330 and 1500 hours. There will be no individual tuition advances issued after this date for part-time academic training except when strongly justified, and these must be endorsed by the Chief of Support of the sponsoring component. All other requests will be handled on a reimbursement basis. Accounting instructions will be given at that time.

To prevent delays, Training Officers should ensure that all items on the Form 136 required to justify approval are completed, e.g., objective, cover status, approving signatures, certification of funds, and entrance-on-duty date. Also indicate whether the employee is a graduate, undergraduate, or special student and, where applicable, resident or nonresident of State.

Questions on this may be directed to the Office of Training, extension

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NOTE: Requests for courses at colleges with registration dates prior to 13 August 1976 will be handled separately.

This schedule does not apply to the Agency Off-Campus Program.

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1976 Fall Semester

SCHEDULE -- WASHINGTON AREA UNIVERSITIES AND COLLEGES

<u>SCHOOL</u>	<u>REGISTRATION</u>	<u>CLASSES BEGIN</u>
<u>American University</u>	16-27 Aug 3-4 Sep	8 Sep
Off-Campus (Consult Off-Campus Schedule)	Various	
<u>Catholic University</u>	4, 5, 6 Sep	7 Sep
<u>Federal City College</u>	23-27 Aug	30 Aug
<u>George Mason University</u>	26, 27, 30, 31 Aug	2 Sep
<u>George Washington University</u>	2-4 Sep	7 Sep
Off-Campus (Consult Off-Campus Schedule)	Various	
<u>Georgetown University</u>	7-8 Sep	9 Sep
<u>Howard University</u>	3 Sep	7 Sep
<u>Montgomery College</u>	16-19 Aug	23 Aug
<u>Northern Virginia Community College</u>	Not Yet Available	
<u>Prince George's Community College</u>	16-17 Aug	21 Aug
<u>University of Maryland</u>		
University College	23-24 Aug	25 Aug
Off-Campus (Consult Off-Campus Schedule)	Various	
Pentagon (Consult Off-Campus Schedule)	Various	
<u>University of Virginia</u>		
Northern Virginia Regional Center	25 Aug - 13 Sep	13 Sep
Agency Off-Campus Program	24 Aug	13 Sep
<u>U.S.D.A. Graduate School</u>	20-27 Sep	29 Sep

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